

STANDARD FORM 52
PREPARED BY THE
U. S. CIVIL SERVICE COMMISSION
JANUARY 1953
PERSONNEL
MANUAL CHAPTER 11

REQUEST FOR PERSONNEL ACTION **SECRET**

VOUCHERED

RETURN TO CIA
Background Use Only
Do Not Reproduce

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed.
If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr.—Miss—Mrs.—One given name, initial(s), and surname) - Mr. E. Howard HUNT	2. DATE OF BIRTH 9 Oct 1918	3. REQUEST NO. 174A-53	4. DATE OF REQUEST 18 May 1953
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Appointment		6. EFFECTIVE DATE RECORDED CONTROL DESK	
B. POSITION (Specify whether establish, change grade or title, etc.)		7. C. S. OR OTHER LEGAL AUTHORITY	
		B. APPROVED:	

FROM—	8. POSITION TITLE AND NUMBER	TO— Operations Officer ED-22-14
	9. SERVICE, GRADE, AND SALARY	GS-132-14 \$9800
	10. ORGANIZATIONAL DESIGNATIONS	DDP/SE
	11. HEADQUARTERS	SE Political & PW Staff Office of the Chief Washington, D. C.
<input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL	12. FIELD OR DEPARTMENTAL	<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL

A. REMARKS (Use reverse if necessary)

Transfer leave from Unvouchered Funds.

B. REQUESTED BY (Name and title) [Signature] AS/ADMR				D. REQUEST APPROVED BY [Signature]				
C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) [Signature] X-3055				Signature: [Signature]				
13. VETERAN PREFERENCE				14. POSITION CLASSIFICATION ACTION				
NONE	WWII	OTHER	5-PT.	10-POINT	NEW	VICE	I. A.	REAL
				DISAB. OTHER				
15. SEX	16. RACE	17. APPROPRIATION		18. SUBJECT TO C. S. RETIREMENT ACT (YES—NO)		19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)		20. LEGAL RESIDENCE
		FROM: 3200-20						<input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED
		TO:						STATE:

21. STANDARD FORM 50 REMARKS

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS:
A.			
B. CEIL. OR POS. CONTROL			
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.			
E.			
F. APPROVED BY			

SECRET

23. RESIGNATION

I RESIGN FOR THE FOLLOWING REASON: _____

DATE _____

MY LAST WORKING DAY WILL BE _____

(SIGNATURE) _____

24. SEPARATION DATA

FORWARD COMMUNICATIONS, INCLUDING SALARY CHECKS AND BONDS, TO THE FOLLOWING ADDRESS: _____

(STREET) _____

(CITY) _____

(ZONE) _____

(STATE) _____

BRIEF DESCRIPTION OF DUTIES**QUALIFICATIONS****EDUCATION**

(If pertinent)

AGE RANGE _____

SEX _____

Essential:

Desired:

ESSENTIAL QUALIFICATIONS (Experience, Skills, Languages, Area Knowledge, etc.)**DESIRED QUALIFICATIONS** (Experience, Skills, Languages, Area Knowledge, etc.)